

Schedule 3

NEBRASKA COMMISSION ON LAW ENFORCEMENT AND CRIMINAL JUSTICE

July 26, 2005

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE

3

AGENCY, BOARD OR COMMISSION

**COMMISSION ON LAW ENFORCEMENT
AND CRIMINAL JUSTICE**

DIVISION, BUREAU OR OTHER UNIT

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

Supersedes Edition of July 17, 1987

PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE

Michael E. Behm

TITLE

Director

DATE

7-5-05

PART II - ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE

Andrea I. Faling

STATE ARCHIVIST

DATE

July 8, 2005

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE

Jim D. Hale

STATE RECORDS ADMINISTRATOR

DATE

July 26, 2005

RMA 01005D

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 3 – NEBRASKA COMMISSION ON LAW ENFORCEMENT AND CRIMINAL JUSTICE

3-1 FISCAL RECORDS

3-1-1 DISBURSEMENTS JOURNAL (OBSOLETE 1985)

Journal shows detailed disbursements by object code and is used in updating the general ledger.

Immediately dispose of obsolete records.

3-1-2 GENERAL LEDGER (OBSOLETE 1985)

General ledger entries are maintained by fiscal year and show assets, liabilities, appropriations and expenditures.

Immediately dispose of obsolete records.

3-1-3 LAW ENFORCEMENT IMPROVEMENT FUND (LEIF) REPORTS

Monthly reports indicate the amount of funds sent by the district, city, and county courts to LEIF.

Dispose of after 2 years, provided audit has been completed.¹

3-1-4 LAW ENFORCEMENT ASSISTANCE AGENCY (LEAA) H-1 REPORT

Cumulative financial status report shows what part of the total grant outlay has been expended each quarter.

Transfer to the State Records Center after 2 years; dispose of after 5 years, provided audit has been completed.¹

3-1-5 TRIAL BALANCE (OBSOLETE 1985)

Monthly trial balance checks debits and credits of the general ledger.

Immediately dispose of obsolete records.

3-1-6 WORK PAPERS (OBSOLETE 1985)

Work papers are prepared monthly from the "Monthly Report of Detailed Disbursements" and are used as a subsidiary record of the **GENERAL LEDGER**.

Immediately dispose of obsolete records.

3-1-7 GRANT MANAGEMENT INFORMATION SYSTEM (GMIS) (FORMERLY GRANT REPORTS SPARKS SYSTEM)

Block grant information is entered into the GMIS system and reports are produced with information produced on request and arranged as needed.

REPORT (CUMULATIVE RECORDS): Transfer to the State Archives; retain permanently.

DISC DATA: Dispose of after 5 years, provided audit has been completed.¹

ELECTRONIC DATA: Dispose of after superseded or obsolete.

SECURITY BACKUP: Dispose of after superseded or obsolete.

3-2 GRANT ADMINISTRATION

3-2-1 GRANT FILES (FORMERLY ACTION GRANT FILES)

Awards made from federal, state, and private sources help finance programs and projects to improve and strengthen law enforcement agencies across the state. May also include grant evaluations conducted on selected grants. Files include selected and unselected evaluation proposals and the completed evaluation.

Dispose of after 5 years, provided audit has been completed.¹

3-2-2 DISCRETIONARY GRANT FILES (OBSOLETE 1985)

Grants issued under the Omnibus Crime Control Act are allocated by the Crime Commission for non-itemized law enforcement projects.

Immediately dispose of obsolete records.

3-2-3 PLANNING GRANTS (OBSOLETE 1985)

Federal project funds are directed toward local government or statewide law enforcement problems on a matching basis. Projects concentrate on identification and research of problems, identify and analyze system deficiencies and formulate conclusions as a basis for recommending plans for action.

Immediately dispose of obsolete records.

3-2-4 VALIDATION TRANSACTION AND ERROR LISTING (OBSOLETE 1983)

Computer report shows information entered into the data processing system by transaction and document number.

Immediately dispose of obsolete records.

3-3 JUVENILE COURT REPORTS

3-3-1 JUVENILE COURT REPORTING CHECKLIST (OBSOLETE 1985)

Checklist of counties reporting for each month.

Immediately dispose of obsolete records.

3-3-2 JUVENILE COURT STATISTICAL FORM (JCS-0175)

Monthly data reporting form submitted by each county for every juvenile case processed during the month. Form includes juvenile's age, sex, ethnic group, offense type, case disposition, and sociological information. Lancaster County paper records only.

Douglas County electronic records.

ORIGINAL RECORD: Microfilm for security; retain permanently.

ELECTRONIC DATA: Dispose of after superseded.

SECURITY BACKUP: Dispose of after superseded.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

3-3-3 JUVENILE REPORT (NO REPORT CARD)

Form letters and post cards from county courts with no juvenile cases processed for the month.

ORIGINAL RECORD: Dispose of when entered into computer.

ELECTRONIC DATA: Backup daily, dispose of after superseded.

SECURITY COPY: Dispose of after superseded.

BACKUP COPY: Dispose of after superseded.

3-4 UNIFORM CRIME REPORTING RECORDS

3-4-1 CRIME INDEX TRENDS

Monthly computer report lists major criminal offenses, provides monthly and year to date comparison and the percent of change.

ORIGINAL RECORD: Dispose of when superseded or obsolete.

ELECTRONIC DATA: Backup daily, dispose of when superseded or obsolete.

SECURITY BACKUP: Dispose of when superseded or obsolete.

3-4-2 NUMBER OF FULL-TIME LAW ENFORCEMENT EMPLOYEES, ANNUAL REPORT

Annual report sent in by local law enforcement agency heads and is used in compiling the annual report.

COMMISSION ANNUAL REPORT: Retain permanently.

LOCAL LAW ENFORCEMENT ANNUAL REPORT: Retain permanently.

3-4-3 UNIFORM CRIME REPORT

Report is filed by local law enforcement agencies if no offenses occurred or arrests were made.

Dispose of after 5 years.

3-4-4 UNIFORM CRIME REPORTING (COMPUTER REPORTS)

Annual individual computer reports summarize information contained in each of the Uniform Crime Reports submitted by local law enforcement agencies. Computer reports issued are: homicide, forcible rape, robbery, assault, burglary, larceny-theft, motor vehicle theft, adult arrests, juvenile arrests, and officers assaulted.

COMPUTER REPORT: Microfilm for security and destroy, dispose of after 5 years.

ELECTRONIC DATA: Backup annually on microfiche.

SECURITY BACKUP TAPE: Dispose of after superseded.

SECURITY MICROFILM: Transfer to the State Archives, retain permanently.

MICROFILM WORK COPY: Retain permanently.

3-5 CRIME VICTIM'S REPARATIONS

3-5-1 CASE FILES

Files are maintained on each claimant. Includes "Claim for Compensation expense documentation, law enforcement report on crime, physician's letters, narrative investigation, officer's report, etc. Monthly Uniform Crime Reporting and incident based reporting. Submitted by local law enforcement agencies.

ELECTRONIC DATA: Retain permanently.

SECURITY BACKUP: Backup weekly.

CASE FILES: Microfilm for security and dispose of after 5 years.

DISMISSED CASE FILES: Dispose of after 2 years.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

3-5-2 DOCKET BOOK (OBSOLETE 1985)

Book used to record claim number, name, requested amount and status.

Transfer to the State Archives; retain permanently.

3-5-3 DOCKET SHEET (OBSOLETE 1985)

Provides summary information of the case. Includes name and board decision.

Immediately dispose of obsolete records.

3-6 JAIL RECORDS

3-6-1 JAIL RECORDS

Information is sent to the agency when people are admitted or released from jail. Forms are currently used by three jurisdictions for computer input. All other jurisdictions submit records electronically.

PAPER RECORD: Dispose of after superseded.

ELECTRONIC DATA: Backup weekly, dispose of after superseded.

SECURITY BACKUP: Dispose of after superseded.

3-6-2 COMPUTER REGISTER (OBSOLETE 1985)

Weekly computer register will include all data entered into the computer system.

Immediately dispose of obsolete records.

3-6-3 COMPUTER REPORTS (OBSOLETE 1985)

Jail admission and release data is arranged in a variety of formats as need to respond to one-time internal requests and answer questions.

Immediately dispose of obsolete records.

DELETED RECORDS

- A ACCOUNTS PAYABLE, MONTHLY REPORT OF**
- F LAW ENFORCEMENT ASSISTANCE AGENCY (LEAA) H-2 REPORT**
- B ASSIGNED SUBGRANT NUMBERS**
- C AWARD ACCEPTANCE OVERDUE**
- D CODE FILE LIST (GMR 075)**

E CONSULTANT KEY SORT CARDS
F CONSULTANTS STATEMENT OF INTEREST
G CROSS REFERENCE LISTING
H DAILY FINANCIAL SUBSYSTEM ACTIVITY LISTING
I DAILY USE EQUIPMENT GRANT
K FEDERAL FUND STATUS
N LEAA PROFILE TAPE
O NAME/ADDRESS ACTIVITY LISTING
P NAME AND ADDRESS REFERENCE FILE
Q NEW AWARDS-DETAIL
R NEW AWARDS-SUMMARY
S OVER-UNDERSPENT/UNDERMATCH
U PROGRAM STATUS-DETAIL
V PROGRAM STATUS-EXECUTIVE SUMMARY
W PROGRAM STATUS-SUMMARY
Y PROJECTS NOT STARTED
Z SUBGRANT PRINT DUMP
AA SUBGRANT STATUS DETAIL
BB SUBGRANT STATUS-EXECUTIVE SUMMARY
CC SUBGRANT STATUS SUMMARY
DD SUBGRANT UPDATE TRANSACTION
EE SUMMARY OF GRANTEE CUMULATIVE GRANT
FF SYSTEM COMMAND LIST
A ANNUAL REPORT FROM STATE AGENCIES ON CHILDREN'S
CASES DISPOSED OF BY JUVENILE COURTS
B ANNUAL SUMMARY AND ANALYSIS OF JUVENILE COURT DATA
E JUVENILE COURT STATISTICS (JCA060)
G JUVENILE COURT STATISTICS, YEAR TO DATE
B DISPOSITION OF PERSONS CHARGED, ANNUAL REPORT OF
ANNUAL RETURN B
C LAW ENFORCEMENT AND CORRECTIONS QUESTIONNAIRE AND
TALLY SHEET
F UNIFORM CRIME REPORTING

NOTE

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete, and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet